

Job Summary:

The job of Maintenance & Operations Supervisor is done for the purpose/s of ensuring that departmental work goals are met; services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; ensuring that jobs are completed efficiently and within regulatory guidelines and project deadlines; and ensuring optimal utilization of personnel and other resources.

Essential Functions:

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends various meetings (e.g. trainings, hearings, risk management and safety) as requested by the Director of Maintenance & Operations for the purpose of addressing liability concerns, providing and receiving information.
- Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Directs assigned maintenance/custodial support personnel for the purpose of ensuring work is completed safely and accurately and in a timely manner.
- Directs projects (e.g. site repairs/construction, preventive maintenance etc.) for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Evaluates personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Inspects repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently and within local/state/federal regulations.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs system components (e.g. parts, equipment and facility appurtenances) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Requests quotations as directed by the Director of Maintenance & Operations for the purpose of providing cost information, purchasing and securing items.
- Responds to emergency situations (e.g. facility damage, plumbing leaks, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
- Supervises maintenance, custodial, grounds and other assigned personnel for the purpose of ensuring that departmental work goals are achieved.
- Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job sites as required to complete tasks.
- Trains custodial and maintenance staff on the proper cleaning and maintaining of facilities for the purpose of ensuring that all facilities are in a safe, usable, and sanitary condition.

Skills, Knowledge, and/or Abilities Required:

▶ **Skills to:**

- operate hand and power tools used in crafts, read and interpret plans, blueprints and/or schematics, perform basic math to calculate measurements, quantities, etc.;
- use methods, materials, tools and equipment required in facility operations;
- communicate effectively, problem solve, price and estimate project costs;
- supervise personnel and projects.

▶ **Knowledge of:**

- laws and regulations pertaining to building trades, custodial and grounds maintenance within educational settings;
- methods and use of materials, tools and equipment used in general maintenance functions, standards for safe use of equipment;
- methods and use of materials, tools and equipment used in crafts, appropriate building codes, standards for safe use of equipment;

▶ **Ability to:**

- sit for prolonged periods;
- plan and manage projects;
- lift/carry/push/pull equipment and materials;
- reach/handle/feel various objects.

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 40% walking, and 35% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Required:

- ▶ Job-related experience with increasing levels of responsibility is required.

Education Required:

- ▶ High school diploma or equivalent.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.